

**From:** Golda Meir  
**To:** MC Martin  
**Subject:** Weekly Progress Report – *March 4, 2018*

**Period:** 02/26/2018-03/04/2018  
**Hours:** 5 hours **Hours to Date:** 15 hours

**Accomplishments for week ending February 25, 2018**

- 1) Met with the business analysts - discussed JustInMind
- 2) Helped BA's with JIM extra credit
- 3) Worked on WBS draft and budget draft
- 4) Continued editing all draft plans

**Goals for week ending March 11, 2018**

- 1) Meet with BA's again to discuss progress, try to assign roles to specific people to create efficiency
- 2) Continue editing all our draft plans
- 3) Create list of stakeholders and organizational chart for team
- 4) Create RACI chart showing roles and responsibilities
- 5) Discuss current status of project and what we need to work on

**Issues:**

- 1) Spring break is next week, so not sure if we are still going to have our weekly meeting with BA's